



ARIZONA DEPARTMENT OF ECONOMIC SECURITY
1789 W. Jefferson P.O. Box 6123, Phoenix, AZ 85005

Janet Napolitano
Governor

David Berns
Director

January 24, 2006

WIA GUIDANCE LETTER #01-06

SUBJECT: Suspend and Unsuspend a Logon ID on the Mainframe, VOS and Networks

REFERENCES: Access Control Policy DES 1-38-0025 6.6, dated 04/27/05, Revision 1.1

BACKGROUND: This Guidance Letter provides clarification for all logon ID's on the mainframe, VOS and networks to be placed in suspend mode when they have not been accessed within 30 days. In addition, logon ID's must be placed in suspend mode whenever it becomes known that an employee, volunteer, or authorized non-DES user **will not** be using the VOS logon ID for an extended period of time. Staff accounts (logins) that are greater than 179 days old will be inactivated. Please ensure that all participants have been reassigned to new case managers prior to inactivation.

When you see the words – Suspd (suspended) or – Recert (Needs recertification) in the first name field of the staff's account (login) profile, please call Marilyn Nicolls at 602-542-2288, Doug Chaney at 602-364-4472 or Tom Orlor at 602-542-0568 to reestablish the staff's account or if you have any questions. No additional notice will be sent prior to an account suspension or inactivation.

ACTION REQUIRED: Please ensure that this letter is provided to all appropriate staff.

Sincerely,

A handwritten signature in cursive script that reads "Lela Alston".

Lela Alston, Manager
Employment Administration
WIA Section